

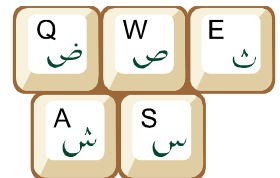
Seeing What You Want to See: Browsers

- Find - CTRL + F
- Decrease Font Size - CTRL+ -
- Increase Font Size - CTRL + +
- New Tab - CTRL + T
- New Window - CTRL + N
- Work in two windows - Right click on the gray part of the start bar, select *Tile windows vertically*



Running Word So It Works for You: Productivity Tips

SHORTCUT KEYS



Copying & Pasting

- Copy = CTRL + C
- Delete = CTRL + X
- Paste = CTRL + V
- Redo = CTRL + Y
- Undo = CTRL + Z

Formatting

- Align Left – CTRL + L
- Align Right – CTRL + R
- Bold - CTRL + B
- Center - CTRL + E
- Insert an endnote - CTRL + ALT + E
- Insert a footnote - CTRL + ALT + F

Movement

- Find – CTRL + F
- Go to the beginning of the document - CTRL + Home
- Go to the end of the document - CTRL + End
- Select all - CTRL + A
- Select vertically - ALT + Drag
- Skip word-by-word to the left - CTRL + Left Arrow
- Skip word-by-word to the right - CTRL + Right Arrow

Just the Basics: Tech Tips & Tricks for Improving Your Productivity

- Switch between open windows - ALT + Tab



Spotting What You Need, When You Need It: Search Engines

SEARCH TRICKS

Both Words – qualitative AND research

Exact Phrase – “qualitative research”

Exclude Phrases – “qualitative research” NOT educational

Safe Search - Safesearch:”qualitative research”

Specific Filetypes - “qualitative research” filetype:pdf (doc, pdf, ppt, xls)

Within a Site - “qualitative research” site:www.msu.edu

Within URLs – inurl:”qualitative research”

SEARCH ENGINES

Altavista	http://www.altavista.com/	Finds multimedia in specific durations, file sizes, formats
Blinkx	http://www.blinkx.com/	Searches across video search engines
Clusty	http://clusty.com/	Clusters search results by topics
Creative Commons	http://search.creativecommons.org/ http://flickrcc.bluemountains.net/index.php	Finds materials you can build on
Google Books	http://books.google.com	Searches within the text of books
Google Scholar	http://scholar.google.com	Finds only scholarly articles, books, & citations
Jamendo	http://www.jamendo.com/en/	Finds music you can use in publications and websites
Pathfinder for Educational Research	http://mciu.org/~spjvweb/edresearch.html	Databases, journals, and other scholarly sources
Quintura	http://www.quintura.com	Displays results as a visual concept web
Sputtr	http://www.sputtr.com	Visual directory of search engines
Stock Xchg	http://www.sxc.hu/	Finds images okay for use in publications and websites
Ujiko	http://www.ujiko.com/v2a/flash.php?langue=en	Clustered, layered, and visually organized search results + game